performance
TRACKER

Performance Tracker
System Administrator
User Manual

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PATHWAYS

Contents

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Performance Tracker System Administrator
User Manual

Introduction:

Performance Tracker provides a single point of reference for anywhere, anytime access to the information needed to make data-driven decisions that enhance instruction. Using Performance Tracker educators can generate easy-to-read charts and graphs for educators, school board members and parents. This manual contains instructions for using the system administrator tools available in Performance Tracker.

QUICK NOTE

In order to use Performance Tracker you must have a User ID and Password.

Accessing System Administrator Tools

Using your User ID and Password log in to Performance Tracker.

1. The Main Menu appears.
2. Click on the **Admin** link

1. The Admin Menu appears with a list of system administration tools used to support district needs.
2. This manual addresses each item on the Admin Menu.
3. Click the **User List** link to begin.

The User List

On the User List Menu you can view Performance Tracker users, their LoginID, and their Security Level.
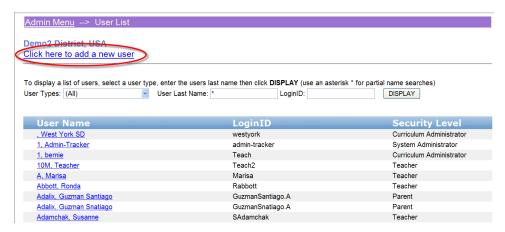
1. Use the User Types, User Last Name, and LoginID fields to narrow your search.
2. Type an asterisk in a field to search for all users that fit the other filters selected.

QUICK NOTE

If you don't know the entire User Last Name or LoginID, type as much as you know followed by an asterisk. For example: To search for Jim Bangtson, type **ban*** into the User Last Name field. This will return all users whose last name begins with *ban*.
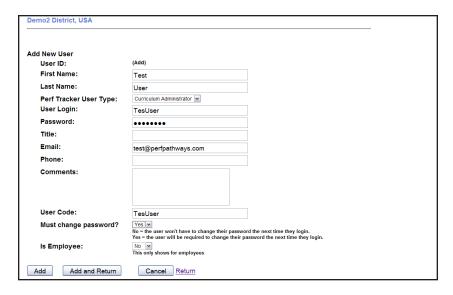
3. Click the **Display** button to display the results of the search.

Adding a New User

1. From the User List Menu you can also add new users.
2. Click the **Click here to add a new user** link.

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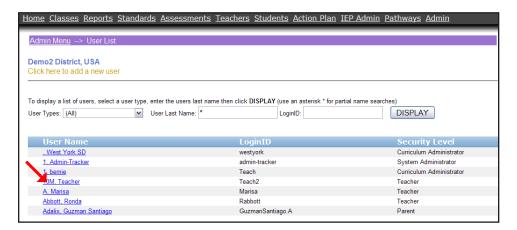
1. Fill out each field with the new user's information.
2. Click **Add** to save the entry and add another user.
3. Click **Add and Return** to save the entry and return to the User List Menu.
4. Click the **Cancel** button to cancel the entry without saving.
   QUICK NOTES:
- User Login, Password, and User Code are typically the first 3 letters of the user's first name followed by the full last name.
- Selecting Yes for *Must change password?* requires the user to change the account password during initial log in.

Editing a User
From the User List Menu you can also edit an existing user's account information.
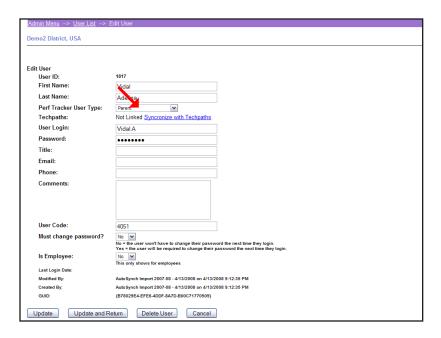
1. To edit a user's information, click their name in the User Name column.

After clicking the desired User Name, the Edit User page appears.
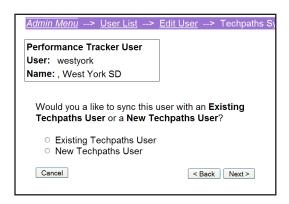
1. The Edit User page allows changes to user account information.
2. Users of both Performance Tracker and TechPaths can synchronize their account so that they use the same login and password for both products.
3. To synchronize, click the **Synchronize with TechPaths** link.
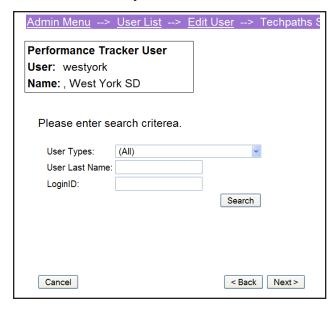
Synchronizing with TechPaths

After clicking the **Synchronize with TechPaths** link, the TechPaths Sync Wizard opens.

1. Use the radio button to indicate whether the user account you are synchronizing is an existing TechPaths user or a new user.
2. Click the **Next** button.

If the user already has a TechPaths account:
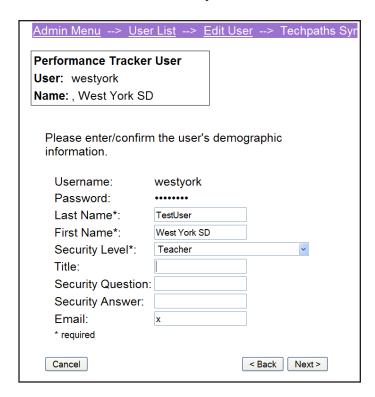
1. Enter the information here to find the account.
2. You can also use an asterisk in one of the fields to search for users meeting the other search criteria.
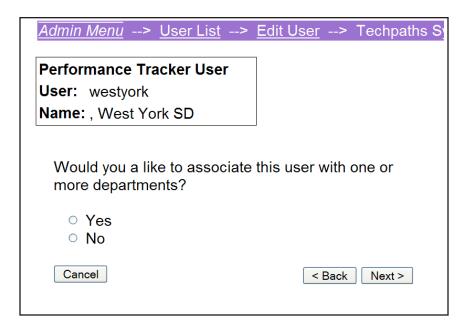
If the user does not already have a TechPaths account:

Admin Menu --> User List --> Edit User --> Techpaths Syn

Performance Tracker User
User: westyork
Name: , West York SD

Please enter/confirm the user's demographic information.

Username: westyork
Password: ••••••••
Last Name*:   TestUser
First Name*:   West York SD
Security Level*:   Teacher
Title:
Security Question:
Security Answer:
Email: x
* required

Cancel   < Back   Next >

1. Complete the required fields (noted by an asterisk) Last Name, First Name, and Security Level for TechPaths.
2. Click the **Next** button.

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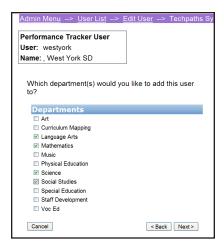
1. Use the radio button to choose whether you would like to associate this user with a department.

QUICK NOTE
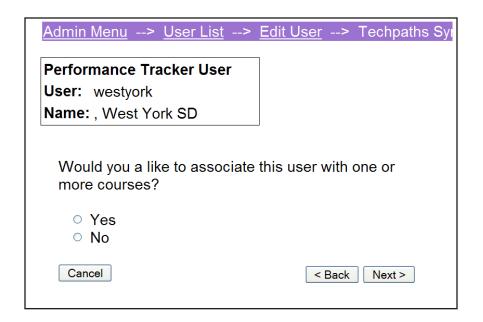
If you wish to assign departments and courses at a later time, you may select No. You will then be able to review the information for this user synchronization before clicking the **Finish** button.

2. Click the **Next** button.

1. Select Yes and a screen showing a list of available departments appears.
2. Select the appropriate department(s) using the check box next to the desired selection.
3. Click the **Next** button.

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Admin Menu --> User List --> Edit User --> Techpaths Sy

Performance Tracker User
User: westyork
Name: , West York SD

Would you a like to associate this user with one or more courses?

○ Yes
○ No

Cancel   < Back   Next >
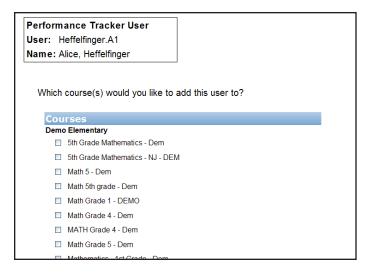
1. Use the radio button to choose whether you would like to associate this user with a course.

QUICK NOTE

If you wish to assign courses at a later time, you may select No. You will then be able to review the information for this user synchronization before clicking the **Finish** button.
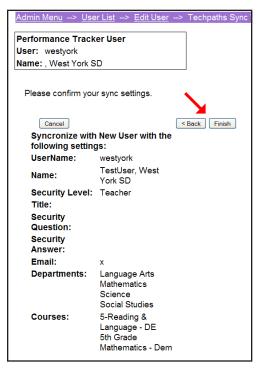
2. To continue, select Yes and click the **Next** button.

Performance Tracker User
User: Heffelfinger.A1
Name: Alice, Heffelfinger

Which course(s) would you like to add this user to?

Courses
Demo Elementary
  ☐ 5th Grade Mathematics - Dem
  ☐ 5th Grade Mathematics - NJ - DEM
  ☐ Math 5 - Dem
  ☐ Math 5th grade - Dem
  ☐ Math Grade 1 - DEMO
  ☐ Math Grade 4 - Dem
  ☐ MATH Grade 4 - Dem
  ☐ Math Grade 5 - Dem
  ☐ Mathematics - 1st Grade - Dem
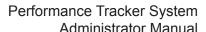
1. A screen showing a list of available courses appears.
2. Select the appropriate course(s) using the check box next to the desired selection.
3. Click the **Next** button.

After clicking the **Next** button, a review screen appears allowing you to review the sync settings.

Admin Menu --> User List --> Edit User --> Techpaths Sync

Performance Tracker User
User: westyork
Name: , West York SD

Please confirm your sync settings.

Cancel   < Back   Finish

Syncronize with New User with the following settings:

UserName:	westyork
Name:	TestUser, West York SD
Security Level:	Teacher
Title:	
Security Question:	
Security Answer:	
Email:	x
Departments:	Language Arts Mathematics Science Social Studies
Courses:	5-Reading & Language - DE 5th Grade Mathematics - Dem

1. Use the **Back** button to go back to sections where you would like to make changes.
2. Click **Finish** to exit the Sync Wizard.

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After clicking **Finish**, the Edit User page opens.

```
Edit User
    User ID:                963
    First Name:             West York SD
    Last Name:              
    Perf Tracker User Type: Curriculum Administrator ▾
    Techpaths:              User Name:      westyork
                            Name:           West York SD TestUser
                            Security Level: Teacher
                                                    Un-link
    User Login:             westyork
    Password:               ••••••••
```

1. A linked (synchronized) user may be un-linked by clicking **Un-link.**
2. After clicking **Un-link**, a message appears asking if you really want to un-link the user.
3. Click **OK** to confirm it or **Cancel** to cancel the operation.
4. To re-link a user, use the TechPaths Synchronization Wizard and follow the previous steps.

Associating a Teacher with a Login


```
Teachers associated to this login:
If you would like to associate this login to a teacher, click the link below.

Click to associate a Teacher to this user login
```
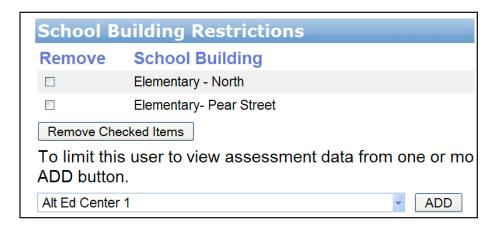
1. To associate a teacher with the login click the **Click to associate a Teacher to this user login**
   link located in the second section of the Edit User screen.
2. Search for and select the desired teacher.
3. Click the **Associate this Teacher with this Login** link.

Defining Viewable Assessment Data

This feature allows the system administrator to choose which data the user will be able to view.

1. Under the School Building Restrictions section click the arrow for the drop-down box.
2. Select the school you would like the user to be able to view.
3. Click the **ADD** button.
4. To let the user view more schools repeat steps 2 and 3.

User Login History Report

The User Login History page lets you view the log in history for the software. From the Admin Menu click the **User Login History Report** link.

Admin Menu --> User Login History Report

Export to Excel
Export to CSV

Sorted By: Last Name - Ascending

Last Name	First Name	Title	Security Type	Email	Login	Last Login Date	Nbr Logins
	West York SD		Curriculum Administrator	x	westyork		
1	bernie		Curriculum Administrator	teach	Teach	8/13/2008 4:40:53 PM	16
10M	Teacher		Teacher	Teach2	Teach2		
A	Marisa		Teacher		Marisa		
Abbott	Ronda	Teacher	Teacher	abbottr@sgasd.org	Rabbott		12
Adalix	Guzman Santiago		Parent		GuzmanSantiago.A		
Adalix	Guzman Snatiago		Parent		GuzmanSnatiago.A		
Adamchak	Susanne	Teacher	Teacher	SAdamchak	SAdamchak	5/7/2008 11:08:39 AM	49
Adamczyk	Anne	Teacher	Teacher	AAdamczyk	AAdamczyk		61
Adelina	Vidal		Parent		Vidal.A		
Admin	Super		System Administrator		SuperAdmin		

1. The information presented may be sorted by column by clicking on the up and down arrows for the desired column. The current sort format is indicated above the chart.
2. The data presented can be exported into Excel or a CSV file by clicking the appropriate link above the chart.
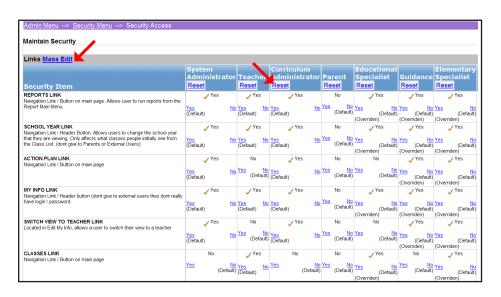
Security Maintenance

The Security Maintenance page lists the user types and the security rights for each. Use this screen to view or change the security sections. From the Admin Menu click the **Security Maintenance** link. The Maintain Security screen opens.

1. Click the **Maintain Security Access** link.

1. The Maintain Security Access screen opens displaying a chart with user types and security rights that may be granted to each.
2. To change the default setting click the **Yes** or **No** link in the cell you want to change.

QUICK NOTES

- To reset the settings to default status click the **Reset** button at the top of each column.
- Make multiple changes across all user levels using the **Mass Edit** link. After you make the changes click the **Update** button at the bottom of the page to save your work.
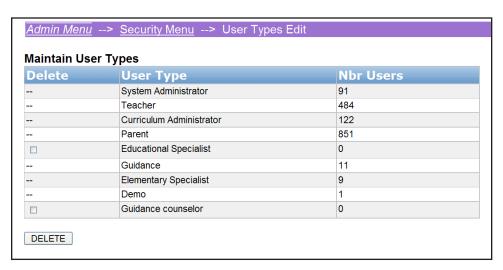
User Types

From the Security Menu click the **User Types** link.

Admin Menu --> Security

Maintain Security

Maintain Security Access

User Types

Admin Menu --> Security Menu --> User Types Edit

Maintain User Types

Delete	User Type	Nbr Users
--	System Administrator	91
--	Teacher	484
--	Curriculum Administrator	122
--	Parent	851
☐	Educational Specialist	0
--	Guidance	11
--	Elementary Specialist	9
--	Demo	1
☐	Guidance counselor	0

DELETE

The User Type Edit screen appears. The top half of the page provides the current number of each user type in the database.

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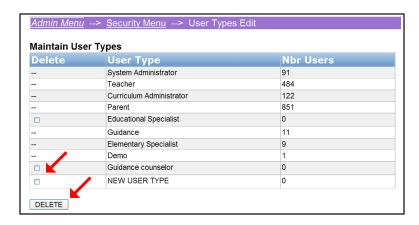
Creating a New User Type

The bottom section of the User Types Edit page allows for creation of additional user types.

1. To add a new user type, place the name of the new user type in the New User Type Name box.
2. In the Based On field, select the current user type you would like to use as a starting point for the new user type.
3. Click the **Add New** button.
4. The new user type appears on the top half of the screen (see below).
5. You can delete user types you have created by clicking the check box next to its name and clicking the **DELETE** button on screen.

QUICK NOTE
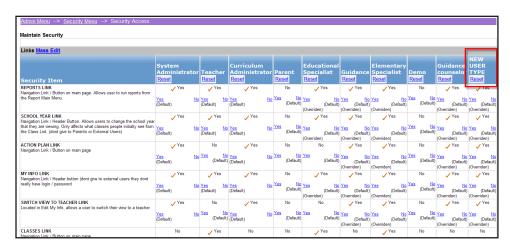
Only user types created by the user can be deleted.

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Modifying a New User Type

To modify the security settings of the new user type, go back to the Security Menu and click the **Maintain Security Access** link.
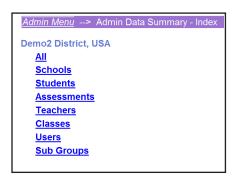
1. The new user type is now listed to the far right of the other user types.
2. Modify the security settings as desired.

Data Summary
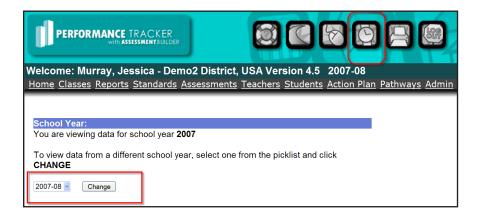
The Data Summary tool displays a snapshot of the data stored in Performance Tracker. From the Admin Menu click the **Data Summary** link. The Data Summary screen opens.

Admin Menu --> Admin Data Summary - Index

Demo2 District, USA

> **All**
> **Schools**
> **Students**
> **Assessments**
> **Teachers**
> **Classes**
> **Users**
> **Sub Groups**

1. Clicking on the **ALL** link opens a page displaying all data summaries.
2. To view a particular section click its name on the Index page or click the **ALL** link and scroll to the desired section..

QUICK NOTE

Unless otherwise indicated, the data summaries are for the school year indicated in the black menu bar. To view another school year click on the **Watch** icon at the top right of the page. Select the school year desired and click the **Change** button.

PERFORMANCE TRACKER
with **ASSESSMENT**BUILDER

Welcome: Murray, Jessica - Demo2 District, USA Version 4.5   2007-08
Home Classes Reports Standards Assessments Teachers Students Action Plan Pathways Admin

School Year:
You are viewing data for school year **2007**

To view data from a different school year, select one from the picklist and click
CHANGE

[2007-08 ▾] [Change]

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Data Summary Type/Description	Screen View
Schools Data Summary - A list of the schools, grade levels and number of students at each grade level.	Admin Menu --> Admin Data Summary - Schools **Demo2 District, USA** Index | All | Schools | Students | Assessments | Teachers | Classes | Users | Sub Groups **Current Year - School Building Data Summary** <table><tr><th>School Name</th><th>Grade</th><th>Nbr Students</th></tr><tr><td>Alt Ed Center 1</td><td>K</td><td>1</td></tr><tr><td>Alt Ed Center 1</td><td>9</td><td>0</td></tr><tr><td>Alt Ed Center 1</td><td>10</td><td>0</td></tr><tr><td>Alt Ed Center 1</td><td>11</td><td>0</td></tr><tr><td>Alt Ed Center 1</td><td>12</td><td>1</td></tr><tr><td>Alt Ed Center 2</td><td>8</td><td>1</td></tr><tr><td>Alt Ed Center 2</td><td>10</td><td>1</td></tr><tr><td>Alt Ed Center 2</td><td>11</td><td>1</td></tr><tr><td>Charter Schools</td><td>K</td><td>3</td></tr><tr><td>Charter Schools</td><td>1</td><td>3</td></tr><tr><td>Charter Schools</td><td>2</td><td>3</td></tr><tr><td>Charter Schools</td><td>3</td><td>0</td></tr><tr><td>Charter Schools</td><td>4</td><td>5</td></tr><tr><td>Charter Schools</td><td>5</td><td>6</td></tr></table>
Student Data Summary - A list of the grade levels served by the district and the total number of students (across all buildings) assigned to that grade level.	Admin Menu --> Admin Data Summary - Students **Demo2 District, USA** Index | All | Schools | Students | Assessments | Teachers | Classes | Users | Sub Groups **Current Year - Student Data Summary** <table><tr><th>Grade</th><th>Nbr Students</th></tr><tr><td>Kindergarten</td><td>337</td></tr><tr><td>First Grade</td><td>313</td></tr><tr><td>Second Grade</td><td>357</td></tr><tr><td>Third Grade</td><td>298</td></tr><tr><td>Fourth Grade</td><td>353</td></tr><tr><td>Fifth Grade</td><td>350</td></tr><tr><td>Sixth Grade</td><td>349</td></tr><tr><td>Seventh Grade</td><td>401</td></tr><tr><td>Eighth Grade</td><td>352</td></tr><tr><td>Ninth Grade</td><td>495</td></tr><tr><td>Tenth Grade</td><td>483</td></tr><tr><td>Eleventh Grade</td><td>451</td></tr><tr><td>Twelfth Grade</td><td>431</td></tr></table>
Assessments Data Summary - A list of all the assessment frameworks currently in the software. All assessment frameworks entered across all academic school years are listed. Note that not all assessments necessarilly have student data entered.	Admin Menu --> Admin Data Summary - Assessments Demo2 District, USA Index | All | Schools | Students | Assessments | Teachers | Classes | Users | Sub Groups **Assessment History - Data Summary** <table><tr><th>Grade</th><th>School Year</th><th>Date</th><th>Assessment Name</th><th>Nbr Students</th><th>State Test Percent Proficient</th><th>State Test Nbr Proficient</th><th>State Test Nbr Not Proficient</th></tr><tr><td>K</td><td>2004-05</td><td>9/30/2004</td><td>DIBELS Grade K - Fall</td><td>234</td><td></td><td>0</td><td>0</td></tr><tr><td>K</td><td>2004-05</td><td>1/31/2005</td><td>DIBELS Grade K - Winter</td><td>239</td><td></td><td>0</td><td>0</td></tr><tr><td>K</td><td>2004-05</td><td>5/30/2005</td><td>DIBELS Grade K - Spring</td><td>237</td><td></td><td>0</td><td>0</td></tr><tr><td>K</td><td>2005-06</td><td>9/30/2005</td><td>DIBELS Grade K - Fall</td><td>225</td><td></td><td>0</td><td>0</td></tr><tr><td>K</td><td>2005-06</td><td>1/23/2006</td><td>Math - Grade K - Qtr 2</td><td>72</td><td></td><td>0</td><td>0</td></tr><tr><td>K</td><td>2005-06</td><td>1/31/2006</td><td>DIBELS Grade K - Winter</td><td>238</td><td></td><td>0</td><td>0</td></tr><tr><td>K</td><td>2005-06</td><td>5/30/2006</td><td>DIBELS Grade K - Spring</td><td>240</td><td></td><td>0</td><td>0</td></tr><tr><td>K</td><td>2006-07</td><td>9/30/2006</td><td>DIBELS Grade K - Fall</td><td>236</td><td></td><td>0</td><td>0</td></tr><tr><td>K</td><td>2006-07</td><td>1/19/2007</td><td>Math - Grade K - Qtr 2</td><td>77</td><td></td><td>0</td><td>0</td></tr><tr><td>K</td><td>2006-07</td><td>1/31/2007</td><td>DIBELS Grade K - Winter</td><td>243</td><td></td><td>0</td><td>0</td></tr><tr><td>K</td><td>2006-07</td><td>5/30/2007</td><td>DIBELS Grade K - Spring</td><td>241</td><td></td><td>0</td><td>0</td></tr><tr><td>K</td><td>2006-07</td><td>5/31/2007</td><td>DRA - Kindergarten - Spring</td><td>76</td><td></td><td>0</td><td>0</td></tr><tr><td>K</td><td>2006-07</td><td>6/6/2007</td><td>Kindergarten Progress Report (Main)</td><td>270</td><td></td><td>0</td><td>0</td></tr><tr><td>K</td><td>2007-08</td><td>9/4/2007</td><td>Kindergarten Screening</td><td>112</td><td></td><td>0</td><td>0</td></tr><tr><td>K</td><td>2007-08</td><td>10/15/2007</td><td>DIBELS Grade K - Fall</td><td>100</td><td></td><td>0</td><td>0</td></tr><tr><td>1</td><td>2002-03</td><td>5/31/2003</td><td>DRA - 1st Grade - Spring</td><td>38</td><td></td><td>0</td><td>0</td></tr><tr><td>1</td><td>2002-03</td><td>5/31/2003</td><td>Writing - Spring</td><td>104</td><td></td><td>0</td><td>0</td></tr><tr><td>1</td><td>2003-04</td><td>9/30/2003</td><td>DRA - 1st Grade - Fall</td><td>164</td><td></td><td>0</td><td>0</td></tr></table>

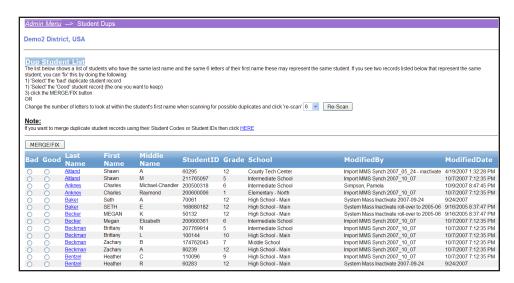| Summary Type/Description	Screen View
Teachers Data Summary - A list of the number of teachers entered in the software.	Admin Menu --> Admin Data Summary - Teachers **Demo2 District, USA** Index | All | Schools | Students | Assessments | Teachers | Classes | Users | Sub Groups **Teachers Data Summary** **District** — **Nbr Teachers** Demo2 District, USA — 686
Class Data Summary - A list of the grade levels offered for the district for each academic school year and the number of classes for each.	Admin Menu --> Admin Data Summary - Classes **Demo2 District, USA** Index | All | Schools | Students | Assessments | Teachers | Classes | Users | Sub Groups **Class Data Summary** **District** | **School Year** | **Grade** | **Nbr Classes** Demo2 District, USA | 2001-02 | 8 | 1 Demo2 District, USA | 2002-03 | 1 | 1 Demo2 District, USA | 2002-03 | 4 | 1 Demo2 District, USA | 2002-03 | 8 | 1 Demo2 District, USA | 2002-03 | 9 | 1 Demo2 District, USA | 2002-03 | 10 | 2 Demo2 District, USA | 2002-03 | 12 | 1 Demo2 District, USA | 2003-04 | K | 15 Demo2 District, USA | 2003-04 | 1 | 45 Demo2 District, USA | 2003-04 | 2 | 44 Demo2 District, USA | 2003-04 | 3 | 49 Demo2 District, USA | 2003-04 | 4 | 51
Users Data Summary - A list of the user types currently set up and the number of users assigned to each.	Admin Menu --> Admin Data Summary - Users **Demo2 District, USA** Index | All | Schools | Students | Assessments | Teachers | Classes | Users | Sub Groups **Current User Logins Summary** **User Type** | **Nbr User Logins** Curriculum Administrator | 122 Demo | 1 Elementary Specialist | 9 Guidance | 11 Parent | 851 System Administrator | 91 Teacher | 484
Sub Groups Data Summary - A list of all the sub groups and the number of students assigned to each. The list includes state determined sub groups as well as user/district created ones.	Admin Menu --> Admin Data Summary - Sub Groups **Demo2 District, USA** Index | All | Schools | Students | Assessments | Teachers | Classes | Users | Sub Groups **Subgroup Data Summary** **Sub Group** — **Nbr Students** State - 504 Plan under Chapter 15 — 26 State - Court/agency placed — 3 State - DistEn 10/1/02-10/1/03 - Student Enrolled in district after 10/1/02, b... — 54 State - DistEn 10/1/03 - Student Enrolled in district after 10/1/03... — 194 State - DistEn 10/1/05 - Student Enrolled in district after 10/1/05... — 111 State - DistEn 10/1/05-10/1/06 - Student Enrolled in district after 10/1/05, b... — 589 State - DistEn 10/1/06 - Student Enrolled in district after 10/1/06... — 489 State - DistEn 2002 - Student Initially enrolled in district after Oct. 1, 200... — 69 State - DistEn LT90 - Student enrolled in District less than 90 instructional ... — 27 State - DistEn Oct 1 - Student enrolled in this school after Oct 1... — 17 State - DistNonRes - Student not resident of district — 1 State - Economically Disadvantaged — 643 State - ELL - Student is tested outside district/school of residence... — 1 State - ELL 2006-07 - Enrolled in US school after 3/31/06... — 12 State - ELL 2006-07 - Enrolled in US school or or before 3/31/06... — 14

Duplicate Student Records

From the Admin Menu click the **Duplicate Student Records** link. The Student Dups screen appears. This screen lists all the students with assessment data that have the same last name and the first six letters of their first name. If the list shows data twice for the same student you can merge the data to one record.

1. Select the record you would like to merge into another using the Bad column.
2. Select the record you would like the record to merge into using the Good column.
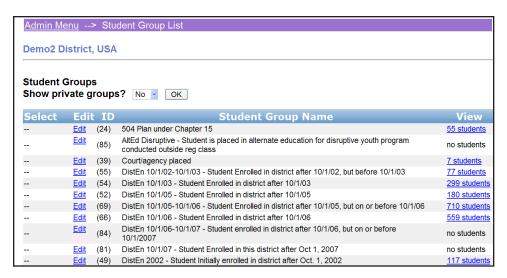3. Click the **MERGE/FIX** button.

QUICK NOTE

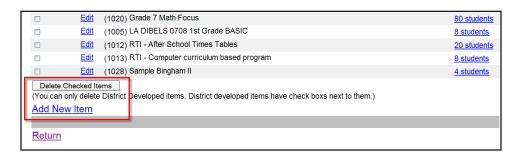You can change the number of first name letters displayed using the drop-down box close to the center of the screen.
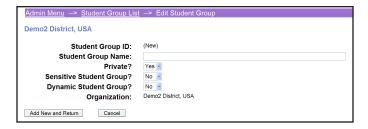
Student Groups

The Student Groups tool allows the system administrator to maintain the student sub groups in the software. Click on the **Student Groups** link from the Admin Menu to open the Student Group List page.

Admin Menu --> Student Group List				
Demo2 District, USA				
Student Groups				
Show private groups? No ▼ OK				
Select	**Edit**	**ID**	**Student Group Name**	**View**
--	Edit	(24)	504 Plan under Chapter 15	55 students
--	Edit	(85)	AltEd Disruptive - Student is placed in alternate education for disruptive youth program conducted outside reg class	no students
--	Edit	(39)	Court/agency placed	7 students
--	Edit	(55)	DistEn 10/1/02-10/1/03 - Student Enrolled in district after 10/1/02, but before 10/1/03	77 students
--	Edit	(54)	DistEn 10/1/03 - Student Enrolled in district after 10/1/03	299 students
--	Edit	(52)	DistEn 10/1/05 - Student Enrolled in district after 10/1/05	180 students
--	Edit	(69)	DistEn 10/1/05-10/1/06 - Student Enrolled in district after 10/1/05, but on or before 10/1/06	710 students
--	Edit	(66)	DistEn 10/1/06 - Student Enrolled in district after 10/1/06	559 students
--	Edit	(84)	DistEn 10/1/06-10/1/07 - Student enrolled in district after 10/1/06, but on or before 10/1/2007	no students
--	Edit	(81)	DistEn 10/1/07 - Student Enrolled in this district after Oct 1, 2007	no students
--	Edit	(49)	DistEn 2002 - Student Initially enrolled in district after Oct. 1, 2002	117 students

1. Clicking on the Edit link opens the edit window for the related sub group.
2. Clicking the **number of students** link in the View column displays the students assigned to the group.

☐	Edit	(1020)	Grade 7 Math Focus	80 students
☐	Edit	(1005)	LA DIBELS 0708 1st Grade BASIC	8 students
☐	Edit	(1012)	RTI - After School Times Tables	20 students
☐	Edit	(1013)	RTI - Computer curriculum based program	8 students
☐	Edit	(1028)	Sample Bingham II	4 students

Delete Checked Items
(You can only delete District Developed items. District developed items have check boxs next to them.)
Add New Item

Return

1. To delete a group, select the check box next to it and click the **Delete Checked Items** button.
2. To add a new group, click the **Add New Item** link.
3. The Edit Student Group page opens (see below). Select the desired options to create the group.

Admin Menu --> Student Group List --> Edit Student Group	
Demo2 District, USA	
Student Group ID:	(New)
Student Group Name:	
Private?	Yes ▼
Sensitive Student Group?	No ▼
Dynamic Student Group?	No ▼
Organization:	Demo2 District, USA

Add New and Return   Cancel

PERFORMANCE
PATHWAYS

Bubble Builder

The Bubble Builder link provides a process for building and printing student assessment answer sheets. Bubble Builder is available with the purchase of Assessment Builder. Details for its use are avaialable in another manual.
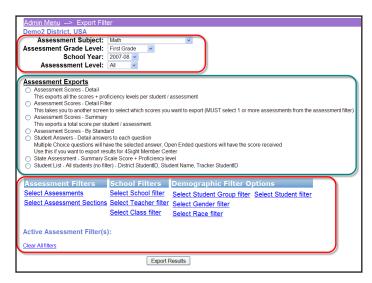
Download Bubble Reader Software Package

Provides a link for users to download Bubble Reader 3.0. This link is only available to users with a Bubble Reader license.

Data Exports
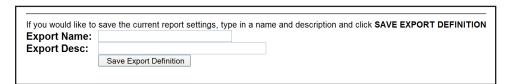
The Data Exports page gives users options for exporting data. Click the **Data Exports** link on the Admin Menu to open the page.

1. Use the Assessment Subject, Assessment Grade Level, School Year, Assessment Level (national, state, or local), Assessment, School and Demographic fields to define the data to be exported.
2. Use the Assessment Export choices (the middle section) to define the data format to be exported.

QUICK NOTE

If you plan to use the same settings again, you can save an export definition using the Save Export Definition section at the bottom of the page (see below). Type the name of the Export Definition followed by its description in the second field, then click the **Save Export Defnition** button.

Data Imports

The Admin Data Imports page gives users options for importing data and summarizing past data uploads. Click the **Data Imports** link on the Admin Menu to open the page.

Admin Menu --> Admin Data Imports
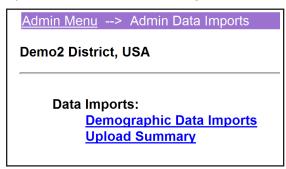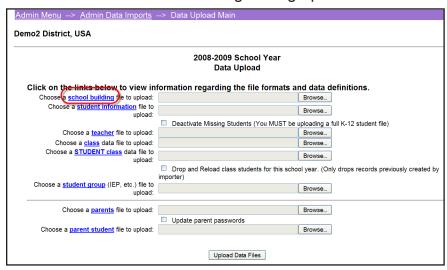
Demo2 District, USA

Data Imports:
Demographic Data Imports
Upload Summary

1. To view the tool for submitting demographic data click the **Demographic Data Imports** link.

Admin Menu --> Admin Data Imports --> Data Upload Main

Demo2 District, USA

2008-2009 School Year
Data Upload

Click on the links below to view information regarding the file formats and data definitions.
Choose a school building file to upload: [   ] Browse...
Choose a student information file to
upload: [   ] Browse...
☐ Deactivate Missing Students (You MUST be uploading a full K-12 student file)
Choose a teacher file to upload: [   ] Browse...
Choose a class data file to upload: [   ] Browse...
Choose a STUDENT class data file to
upload: [   ] Browse...
☐ Drop and Reload class students for this school year. (Only drops records previously created by importer)
Choose a student group (IEP, etc.) file to
upload: [   ] Browse...

Choose a parents file to upload: [   ] Browse...
☐ Update parent passwords
Choose a parent student file to upload: [   ] Browse...

Upload Data Files

1. To view a sample of the format the data must be in for upload click one of the links located in the description text (school building, student information, etc.).
2. When the data is ready for upload, click the **Browse** button next to the category desired.
3. Find and select the data file.
4. Click the **OK** button.
5. Click the **Upload Data Files** button.

QUICK NOTES
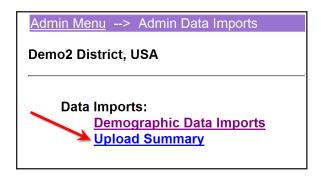
•   Data imports are held in a queue until the next scheduled upload. Uploads are scheduled every 10 to 15 minutes.

•   The importer tool will only queue one data file per category per upload cycle. If the user created two separate school files of demographic data, only one file should be uploaded per cycle. Check the Upload Summary page to see when the first file has been imported. If the second file is submitted prematurely it will overwrite the first file.
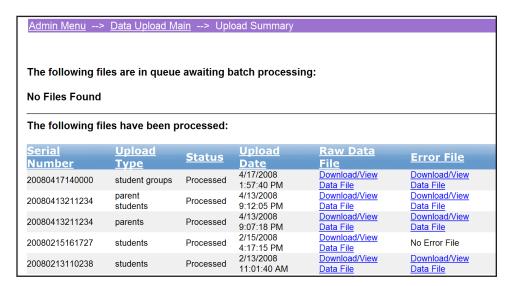
Upload Summary

The Upload Summary page displays a summary of the files submitted for upload and their current status. The page also provides access to the data files submitted. Click the **Upload Summary** link on the Admin Data Imports page to view the page.

Admin Menu --> Admin Data Imports

Demo2 District, USA

Data Imports:
    Demographic Data Imports
    Upload Summary

Admin Menu --> Data Upload Main --> Upload Summary

The following files are in queue awaiting batch processing:

No Files Found

The following files have been processed:

Serial Number	Upload Type	Status	Upload Date	Raw Data File	Error File
20080417140000	student groups	Processed	4/17/2008 1:57:40 PM	Download/View Data File	Download/View Data File
20080413211234	parent students	Processed	4/13/2008 9:12:05 PM	Download/View Data File	Download/View Data File
20080413211234	parents	Processed	4/13/2008 9:07:18 PM	Download/View Data File	Download/View Data File
20080215161727	students	Processed	2/15/2008 4:17:15 PM	Download/View Data File	No Error File
20080213110238	students	Processed	2/13/2008 11:01:40 AM	Download/View Data File	Download/View Data File

PERFORMANCE
PATHWAYS

School List

The School List page displays the list of schools and their school codes currently loaded in the software. Click the **School List** link on the Admin Menu to display the page.

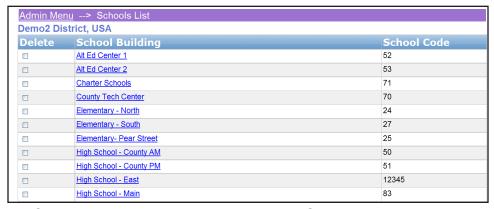| Admin Menu --> Schools List		
Demo2 District, USA		
Delete	**School Building**	**School Code**
☐	Alt Ed Center 1	52
☐	Alt Ed Center 2	53
☐	Charter Schools	71
☐	County Tech Center	70
☐	Elementary - North	24
☐	Elementary - South	27
☐	Elementary- Pear Street	25
☐	High School - County AM	50
☐	High School - County PM	51
☐	High School - East	12345
☐	High School - Main	83
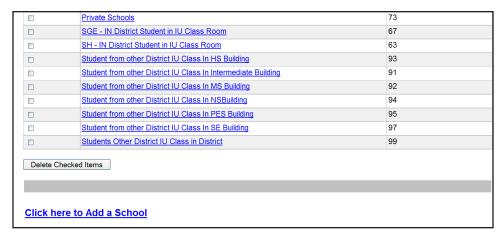
1. Click on a school building name in the School Building column to view the School Detail page.
2. Use the School Detail page to view and edit school information.

Schools List --> School Detail	
School Name:	County Tech Center
School Code:	70
Address1:	
Address2:	
City:	
State Abbrv:	
Zip:	
Phone:	
Fax:	
Active?	No
Modified By:	Gipe, David on 10/9/2007 10:49:28 AM
Created By:	system on 9/26/2005 11:15:58 AM

Edit School Information

Return

PERFORMANCE
PATHWAYS

Deleting Schools

☐	Private Schools	73
☐	SGE - IN District Student in IU Class Room	67
☐	SH - IN District Student in IU Class Room	63
☐	Student from other District IU Class In HS Building	93
☐	Student from other District IU Class In Intermediate Building	91
☐	Student from other District IU Class In MS Building	92
☐	Student from other District IU Class In NSBuilding	94
☐	Student from other District IU Class In PES Building	95
☐	Student from other District IU Class In SE Building	97
☐	Students Other District IU Class in District	99

Delete Checked Items

Click here to Add a School

1. To delete a school from the database click the check box next to the school to be deleted.
2. Click the **Delete Checked Items** button.

Adding Schools

1. To add a school click the **Click here to Add a School** link at the bottom of the School List page.
2. The School Add page appears.
3. Enter the school information and click the **Add** button.

Schools List --> School Add

School Name:
School Code:
Address1:
Address2:
City:
State Abbrv:
Zip:
Phone:
Fax:
Active? Yes

Add   Cancel

PERFORMANCE
PATHWAYS

Downloadable Documents

Currently, this link is not being utitlized. All resource documents are now found under the **Help** Icon located on the Main Menu.
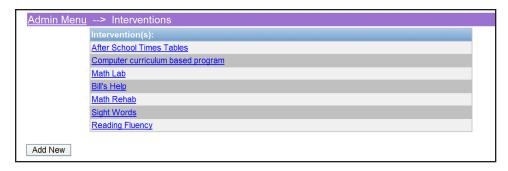

IEP Module - Admin Menu

This is an optional module available for purchase. Details for its use are available in the IEP Tracker training material.
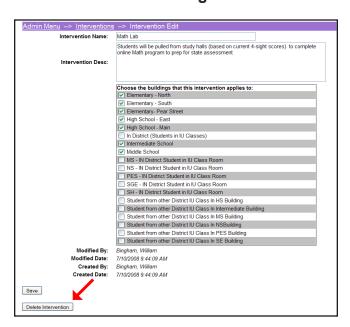
Intervention Maintenance

The Intervention Maintenance page displays options for maintaining the list of interventions available as choices in the Intervention section of the Student Detail page. Click the **Intervention Maintenance** link on the Admin Menu to display the page.

Admin Menu --> Interventions
Intervention(s):
After School Times Tables
Computer curriculum based program
Math Lab
Bill's Help
Math Rehab
Sight Words
Reading Fluency

Add New

1. Click the name of an intervention to display the Intevention Edit page.

The Intervention Edit Page

Admin Menu --> Interventions --> Intervention Edit

Intervention Name: Math Lab

Intervention Desc: Students will be pulled from study halls (based on current 4-sight scores) to complete online Math program to prep for state assessment

Choose the buildings that this intervention applies to:
- ☑ Elementary - North
- ☑ Elementary - South
- ☑ Elementary- Pear Street
- ☑ High School - East
- ☑ High School - Main
- ☐ In District (Students in IU Classes)
- ☑ Intermediate School
- ☑ Middle School
- ☐ MS - IN District Student in IU Class Room
- ☐ NS - IN District Student in IU Class Room
- ☐ PES - IN District Student in IU Class Room
- ☐ SGE - IN District Student in IU Class Room
- ☐ SH - IN District Student in IU Class Room
- ☐ Student from other District IU Class In HS Building
- ☐ Student from other District IU Class In Intermediate Building
- ☐ Student from other District IU Class In MS Building
- ☐ Student from other District IU Class In NSBuilding
- ☐ Student from other District IU Class In PES Building
- ☐ Student from other District IU Class In SE Building

Modified By: *Bingham, William*
Modified Date: *7/10/2008 9:44:09 AM*
Created By: *Bingham, William*
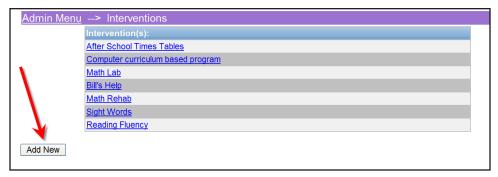**Created Date:** *7/10/2008 9:44:09 AM*

Save

Delete Intervention

1. To edit the intervention title use the text box next to Intervention Name.
2. To edit the intervention description use the text box next to Intervention Desc.
3. Use the check boxes next to the school building names to choose applicable buildlings.
4. To delete an intervention click the **Delete Intervention** button at the bottom left of the page (see arrow above).

PERFORMANCE PATHWAYS

Adding a New Intervention

1. Click the **Add New** button on the Intervention Maintenance Page to add a new intervention.
2. A blank Intervention Edit page appears.
3. Add the required information and click the **Add** button at the bottom of the page to add the intervention.

OLA - Global Settings

OLA is an optional module for building and implementing online assessments. Details for its use are available in the OLA training material.

Master Subscription Agreement

This link provides the terms and conditions for use of the software. One administrative user must agree to these terms and conditions. Acceptance of the agreement is required one time.